

0110.10 Professional Services (Minor Projects)

Issued February 13, 2009

SUBJECT: Professional Services (Minor Projects)

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: To provide for the selection of architects, engineers, surveyors, appraisers, or testing firms for professional services at state facilities. For minor projects (under \$1M)

CONTACT AGENCY: Department of Management and Budget (DMB), Facilities Administration (FA), Design and Construction Division
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SUMMARY: The agency and Facilities Administration (FA) jointly review qualifications of interested Professional Service Contractors and select the most qualified firm to provide services related to a certain project.

APPLICABLE FORMS: DMB-410, -427, -430, -440, -443, -452, -466, and the Contract for Professional Services.

PROCEDURES:

Agency:

- Obtains funding for project. See Procedure 0110.04.
- Prepares Work Order or Miscellaneous Operating Project form and submits to Facilities Administration.
- Requests Facilities Administration to obtain Professional Service Contractor, if required.

FA:

- Holds Project Planning Partnering meeting with agency and other stakeholders to determine project requirements, limitations, communications, scope, schedule, and delivery method.
- Prepares Request for Proposals (RFP) and posts on the FA website.
- May also advertise for professional service in a major trade journal or request proposals from firms holding an Indefinite Service/Indefinite Delivery contract.
- In case of emergency or other critical situation, may request a Waiver of Selection Process from the DMB Director.
- Establishes an Ad-hoc Selection Committee (ASC) with agency.
- Reviews proposals from interested professional firms.

ASC:

- Reviews questionnaires for compatibility with desired qualifications.
- Scores firms using a ratio of 80 percent for the technical (qualifications) proposal and 20 percent for the cost proposal.
- Ranks firms in order of scores and submits recommendation to Facilities Administration.

FA:

- Notifies unsuccessful applicants.

- Prepares recommendation for contract award to the director of the DMB or the State Administrative Board as appropriate.

DMB Director:

- Approves award of contract to Professional Service Contractor.

FA:

- Obtains required insurances and signatures and executes contract

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